

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Twp <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Unit Name Capital Area District Library	County Ingham
Fiscal Year End December 31, 2007	Opinion Date March 7, 2008	Date Audit Report Submitted to State March 12, 2008	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

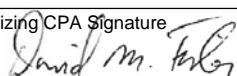
We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

YES ☒ NO ☐ Check each applicable box below. (See instructions for further detail.)

1. ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. ☒ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. ☒ ☐ The local unit has adopted a budget for all required funds.
5. ☒ ☐ A public hearing on the budget was held in accordance with State statute.
6. ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
9. ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. ☒ ☐ The local unit is free of repeated comments from previous years.
12. ☒ ☐ The audit opinion is UNQUALIFIED.
13. ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
15. ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

We have enclosed the following:	Enclosed	Not Required (enter a brief justification)		
Financial Statements	<input checked="" type="checkbox"/>			
The letter of Comments and Recommendations	<input checked="" type="checkbox"/>			
Other (Describe)	<input type="checkbox"/>			
Certified Public Accountant (Firm Name) Rehmann Robson		Telephone Number 517-787-6503		
Street Address 675 Robinson Road		City Jackson	State MI	Zip 49203
Authorizing CPA Signature 		Printed Name David M. Fisher, CPA		License Number 10337

Capital Area District Library



FINANCIAL STATEMENTS

**For The Year Ended
December 31, 2007**



REHMANN ROBSON

Certified Public Accountants

Capital Area District Library

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REHMANN ROBSON

Certified Public Accountants

A member of **THE REHMANN GROUP**



INDEPENDENT AUDITORS' REPORT

March 7, 2008

To the Board of Trustees
Capital Area District Library
Lansing, Michigan

We have audited the accompanying financial statements of the governmental activities and the General Fund of ***CAPITAL AREA DISTRICT LIBRARY***, as of and for the year ended December 31, 2007, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and General Fund of Capital Area District Library, as of December 31, 2007, and the respective changes in financial position thereof and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis on pages 2-5 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

MANAGEMENT'S DISCUSSION and ANALYSIS

Management, Discussion & Analysis

Using this Annual Report

This annual report consists of three parts: Management's Discussion & Analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include information that presents two different views of the library.

- The first column of the financial statements includes information on the Library's General Fund under the modified accrual method. These Fund Financial Statements focus on current financial resources and provide a more detailed view about the accountability of the Library's sources & uses of funds.
- The adjustment column of the financial statements represents adjustments necessary to convert the fund financial statements to the government-wide financial statements under the full accrual method of accounting.
- The Government Wide Financial Statement column provides both long and short-term information about the library's overall financial status. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances. These statements tell how these services were financed in the short term, as well as what remains for future spending.

The financial statements also include notes that explain some of the information and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

Condensed Financial Information

The following table shows key information in a condensed format:

	<u>2007</u>	<u>2006</u>
Current Assets	\$14,235,190	\$13,318,926
Capital Assets	<u>\$6,415,577</u>	<u>\$6,487,272</u>
Total Assets:	<u>\$20,650,767</u>	<u>\$19,806,198</u>
Long-term liabilities	\$210,984	\$221,317
Other liabilities	<u>\$10,921,537</u>	<u>\$10,588,307</u>
Total Liabilities:	<u>\$11,132,521</u>	<u>\$10,809,624</u>
Net assets		
Invested in capital assets	\$6,415,577	\$6,487,272
Restricted by donor request	\$275,211	\$104,747
Unrestricted	<u>\$2,827,458</u>	<u>\$2,404,555</u>
Total net assets:	<u>\$9,518,246</u>	<u>\$8,996,574</u>
Revenue:		
Property taxes	\$10,260,563	\$9,035,884
Other	<u>\$1,814,748</u>	<u>\$1,589,930</u>
Total revenue:	\$12,075,311	\$10,625,814
Expenses - Library services	<u>\$11,553,639</u>	<u>\$10,694,566</u>
Change in net assets:	<u>\$521,672</u>	<u>-\$68,752</u>

The Library as a Whole

- The Library is reporting all financial statements that meet the requirements of GASB 34.
- The Library's net assets were \$9,518,246 on a full accrual basis. This represents an increase of \$521,672 over the previous year.
- The Library's primary source of revenue is from property taxes. For 2007, total tax collection was \$10,260,563. This represents approximately 85% of total revenue.
- Salaries and fringe benefits are the largest overall expense of the Library. For 2007, this expense was \$7,357,836 representing 64% of the library's total expenditures at the fund level.
- Library materials at \$1,670,978 are the second largest overall expenditures of the Library, representing 14.5% of the Library's total expenditures. This is an increase of \$176,582 from the previous year.
- Total expenditures for the entire year under the modified accrual method of accounting were \$11,492,277.

The Library's Fund

Our analysis of the Library's major fund is included on pages 6 and 8 in the first column of the respective statements. The fund column provides detailed information about the most significant fund – not the Library as a whole.

- The fund balance of the General Fund increased by \$583,034 for the year. This increase was primarily due to lower than budgeted spending on salaries and benefits, materials, and technology related expenses.
- The Library Board has the ability to create separate funds to help manage money for specific purposes. The Library maintains several of these to fund projects such as system expansion, technology upgrades, and capital improvements. These amounts are reflected as designated items on the balance sheet.

Library Budgetary Highlights

Over the course of the year, the Library Board amended the budget to take into account events that occurred during the year. The most significant amendments occurred in tax revenue, materials, supplies, professional services, and capital project expenses.

The tax revenue budget was increased \$106,000 to reflect an increase in actual tax revenue received from Ingham County.

The materials budget was increased \$169,450 to reflect committed, but unspent funds from the prior year.

The supplies budget was increased \$85,000 to reflect the purchase of RFID tags for materials.

The professional services budget was increased by \$82,500 to account for additional marketing costs and additional capital development plan costs.

The capital expense budget was increased \$71,000 to reflect an added project to improve heating and air conditioning on the Main Libraries mezzanine level.

Capital Assets and Debt Administration

At the end of the fiscal year, the Library had \$6.42 million invested in furniture, equipment, and books and materials. In 2007, the Library added approximately \$1.49 million in new collection items consisting mainly of books, video materials, audio books, and music CD's.

The Library carries no long-term debt other than compensated absences.

BASIC FINANCIAL STATEMENTS

CAPITAL AREA DISTRICT LIBRARY
Governmental Fund Balance Sheet/Statement of Net Assets
December 31, 2007

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Assets</u>
<u>ASSETS</u>			
Assets			
Cash and cash equivalents	\$ 2,238,003	\$ -	\$ 2,238,003
Investments	1,305,740	-	1,305,740
Taxes receivable	10,407,910	-	10,407,910
Accounts receivable	845	-	845
Interest receivable	21,458	-	21,458
Prepaid items	261,234	-	261,234
Capital assets	-	6,415,577	6,415,577
	<u> </u>	<u> </u>	<u> </u>
<u>TOTAL ASSETS</u>	<u>\$ 14,235,190</u>	<u>6,415,577</u>	<u>20,650,767</u>
Liabilities			
Accounts payable	\$ 305,413	-	305,413
Accrued salaries and benefits	211,196	-	211,196
Deferred/unearned revenue	10,404,928	-	10,404,928
Long-term liabilities due after one year - Compensated absences	-	210,984	210,984
	<u> </u>	<u> </u>	<u> </u>
Total liabilities	<u>10,921,537</u>	<u>210,984</u>	<u>11,132,521</u>
Fund balances/Net assets			
Fund balance - reserved:			
Prepays	261,234	(261,234)	-
Donations	275,211	(275,211)	-
Fund balance - unreserved:			
Designated for:			
System expansion	535,309	(535,309)	-
Contingency	1,129,568	(1,129,568)	-
Automation	309,300	(309,300)	-
Capital projects	99,717	(99,717)	-
Undesignated	703,314	(703,314)	-
	<u> </u>	<u> </u>	<u> </u>
Total fund balances	<u>3,313,653</u>	<u>(3,313,653)</u>	<u>-</u>
<u>Total Liabilities and Fund balances</u>	<u>\$ 14,235,190</u>		
Net assets:			
Investment in capital assets		6,415,577	6,415,577
Restricted for other purposes		275,211	275,211
Unrestricted		2,827,458	2,827,458
		<u> </u>	<u> </u>
Total net assets		<u>\$ 9,518,246</u>	<u>\$ 9,518,246</u>

The accompanying notes are an integral part of these financial statements.

CAPITAL AREA DISTRICT LIBRARY
Reconciliation of Governmental Fund Balances
to Statement of Net Assets
December 31, 2007

Fund balances - governmental fund	\$ 3,313,653
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Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Add: capital assets	18,747,005
Deduct: accumulated depreciation	(12,331,428)

Certain liabilities, including amounts due for compensated absences, are not due and payable in the current period and therefore are not reported in the funds.

Deduct: compensated absences	<u>(210,984)</u>
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Net assets of governmental activities	<u><u>\$ 9,518,246</u></u>
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The accompanying notes are an integral part of these financial statements.

CAPITAL AREA DISTRICT LIBRARY
Statement of Revenue, Expenditures
and Changes in Fund Balances and Statement of Activities
Governmental Fund
For the Year Ended December 31, 2007

	General Fund	Adjustments	Statement of Activities
Revenue			
Property taxes	\$ 10,260,563	\$ -	\$ 10,260,563
Penal fines	747,372	-	747,372
State aid	187,796	-	187,796
Rental revenue	164,402	-	164,402
Interest income	278,901	-	278,901
Donations	229,250	-	229,250
Miscellaneous revenue	207,027	-	207,027
Total revenue	<u>12,075,311</u>	<u>-</u>	<u>12,075,311</u>
Expenditures/expenses			
Library services:			
Salaries and benefits	7,357,836	(10,333)	7,347,503
Materials	1,670,978	(1,486,369)	184,609
Supplies	301,373	-	301,373
Professional services	655,602	-	655,602
Governance	25,239	-	25,239
Transportation/Staff Development	55,367	-	55,367
Maintenance and utilities	616,466	-	616,466
Technology	550,120	(230,066)	320,054
Capital outlay - equipment and furniture	112,260	(44,292)	67,968
Depreciation	-	1,832,422	1,832,422
Other	147,036	-	147,036
Total expenditures/expenses	<u>11,492,277</u>	<u>61,362</u>	<u>11,553,639</u>
Revenue over (under) expenditures/expenses	583,034	(61,362)	521,672
Fund balance/net assets, beginning of year	<u>2,730,619</u>	<u>6,265,955</u>	<u>8,996,574</u>
Fund balance/net assets, end of year	<u><u>\$ 3,313,653</u></u>	<u><u>\$ 6,204,593</u></u>	<u><u>\$ 9,518,246</u></u>

The accompanying notes are an integral part of these financial statements.

CAPITAL AREA DISTRICT LIBRARY
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances to the Statement of Activities
For the Year Ended December 31, 2007

Net change in fund balances - governmental fund	\$ 583,034
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Amounts reported for *governmental activities* in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Add: capital outlay	1,760,727
Deduct: depreciation expense	(1,832,422)

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds.

Add: decrease in the accrual for compensated absences	<div style="border-top: 1px solid black; display: inline-block;">10,333</div>
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Change in net assets of governmental activities	<div style="border-top: 1px solid black; border-bottom: 3px double black; display: inline-block;">\$ 521,672</div>
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The accompanying notes are an integral part of these financial statements.

CAPITAL AREA DISTRICT LIBRARY
Statement of Revenue, Expenditures
and Changes in Fund Balance - Budget and Actual
General Fund
For the Year Ended December 31, 2007

	Budgeted Amounts			Variance With Final Budget
	Original	Final	Actual	
Revenue				
Property taxes	\$ 10,105,453	\$ 10,211,453	\$ 10,260,563	\$ 49,110
Penal fines	722,500	747,500	747,372	(128)
State aid	187,830	187,830	187,796	(34)
Rental revenue	133,000	153,000	164,402	11,402
Interest income	250,000	250,000	278,901	28,901
Donations	106,000	103,500	229,250	125,750
Miscellaneous revenue	194,815	198,815	207,027	8,212
Total revenue	11,699,598	11,852,098	12,075,311	223,213
Expenditures				
Library services:				
Salaries and benefits	7,574,080	7,578,080	7,357,836	220,244
Materials	1,760,600	1,930,050	1,670,978	259,072
Supplies	270,400	355,400	301,373	54,027
Professional services	648,410	730,910	655,602	75,308
Governance	28,200	31,700	25,239	6,461
Transportation/Staff Development	90,000	89,000	55,367	33,633
Maintenance and utilities	603,200	637,200	616,466	20,734
Technology	690,700	666,900	550,120	116,780
Capital outlay - Equipment and furniture	122,000	193,000	112,260	80,740
Other	164,500	189,000	147,036	41,964
Total expenditures	11,952,090	12,401,240	11,492,277	908,963
Revenue over (under) expenditures	(252,492)	(549,142)	583,034	1,132,176
Fund balance, beginning of year	2,730,619	2,730,619	2,730,619	-
Fund balance, end of year	\$ 2,478,127	\$ 2,181,477	\$ 3,313,653	\$ 1,132,176

The accompanying notes are an integral part of these financial statements.

NOTES to the FINANCIAL STATEMENTS

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting entity

Effective January 1, 1998, Capital Area District Library commenced official operations pursuant to the March 10, 1997 signed District Library Agreement. The District Library Agreement was originally entered into by the County of Ingham, except for the City of East Lansing and small portions of White Oak and Locke Townships, and the City of Lansing. In February 1999, three additional participating municipalities were recognized by the original participants – Delhi Township, Meridian Township and the City of Williamston. The Library is funded primarily through property taxes, state aid, penal fines, and donations. The voters of the districts approved a 1.56 mill tax for a four-year period, which began with a tax levy effective December 31, 2006. This millage provides funding of Library operations through December 31, 2010.

The Library is governed by a seven-member board. The board consists of five members appointed by the County of Ingham and two members appointed by the City of Lansing. The Library is not included as a component unit in any other primary government's financial statements. Based on the significance of any operations or financial relationships with the Library, there are no component units to be included in these financial statements.

The Library has implemented the Governmental Accounting Standards Board's Statement No. 14, and has determined that no entities should be consolidated into its financial statements as component units. Therefore, the reporting entity consists of the primary government financial statements only. The criteria for including a component unit include significant operational or financial relationships with the Library.

B. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the non-fiduciary activities of the primary government. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The Library had no business-type activities during the year ended 2007.

The sole major governmental fund, the General Fund, is reported as a separate column in the fund financial statements.

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

C. Measurement focus, basis of accounting, and financial statement presentation

The Library-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes received, intergovernmental revenue, and interest revenue earned within the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Library reports the following major governmental fund:

The general fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

D. Assets, liabilities and equity

1. Cash and cash equivalents/investments

The Library's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Investments are recorded at fair value, based on quoted market prices.

2. Receivables and payables

All trade and property taxes receivable are shown net of an allowance for uncollectible amounts.

3. Capital assets

Capital assets, which include property and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$2,500 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Library books, CD's, and audio and visual tapes which comprise the Library's collection are recorded as assets using various estimating techniques. Because of their nature and relevance to the Library's operations, they are capitalized despite being below the \$2,500 capitalization threshold.

The Library has a collection of art work presented for public exhibition and education that is being preserved for future generations. The proceeds from sales of any pieces of the collection are used to purchase other acquisitions. The collection is not capitalized or depreciated as part of capital assets.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Capital assets of the primary government are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Furniture and equipment	3-10
Library books and materials	7

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

4. Compensated absences

It is the Library's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. There is no liability for unpaid accumulated sick leave since the Library does not have a policy to pay any amounts when employees separate from service with the Library. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in government funds only when they have matured or come due for payment, generally when an individual's employment has terminated as of year end.

5. Fund equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

6. Property taxes

Property taxes are levied on each December 1 on the taxable valuation of property as of the preceding December 31. Taxes are considered delinquent on March 1 of the following year, at which time penalties and interest are assessed.

The Library's 2006 tax is levied and collectible on December 1, 2006 and is recognized as revenue in the year ended December 31, 2007, when the proceeds of the levy are budgeted and available for the financing operations. The 2006 taxable value of the district totaled \$6,767,383,055 (a portion of which is not captured from all jurisdictions), on which taxes levied consisted of 1.56 mills for operating purposes. This resulted in \$10,126,158 recognized as property tax revenue.

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year end.

The General fund is under formal budgetary control. Budgets shown in the financial statements are adopted on a basis consistent with generally accepted accounting principles (GAAP), and are not significantly different from the modified accrual basis used to reflect actual results, and consist only of those amounts contained in the formal budget as originally adopted and as amended by the Library Board. The budget for the General Fund is adopted on a functional basis; expenditures at this level in excess of final budgeted amounts are a violation of Michigan law. A comparison of actual results of operations to the final amended budget is included in the Statement of Revenue, Expenditures, and Changes in Fund Balance – Budget and Actual for the General Fund.

III. DETAILED NOTES ON ALL FUNDS

A. Deposits and investments

A reconciliation of cash and investments as shown on the Statement of Net Assets follows:

Statement of Net Assets:

Cash and cash equivalents	\$ 2,238,003
Investments	<u>1,305,740</u>
	<u>\$ 3,543,743</u>

These balances are disclosed in the notes as follows:

Petty cash	\$ 3,837
Bank deposits (checking and savings accounts)	1,053,821
Investments	<u>2,486,085</u>
	<u>\$ 3,543,743</u>

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

State statutes authorize the government to deposit in the accounts of federally insured banks, credit unions and savings and loan associations and to invest in obligations of the United States, certain commercial paper, repurchase agreements, banker acceptances and mutual funds composed of otherwise legal investments.

Investments

The District chooses to disclose its investments by specifically identifying each. As of year -end, the District had the following investments:

<u>Deposit/Investment</u>	<u>Maturity</u>	<u>Fair Value</u>	<u>Rating</u>
Michigan Governmental MMF	n/a	\$ <u>2,486,085</u>	Moody's– Aaa

Investment and deposit risk

Interest Rate Risk. State law limits the allowable investments and the maturities of some of the allowable investments as identified in the list of authorized investments above. The Library's investment policy does not have specific limits in excess of state law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Maturity dates of investments are shown in the investment schedule above.

Credit Risk. State law limits investments to specific government securities, certificates of deposits and bank accounts with qualified financial institutions, commercial paper with specific maximum maturities and ratings when purchased, bankers acceptances of specific financial institutions, qualified mutual funds and qualified external investment pools as identified in the list of authorized investments above. The Library's investment policy does not have specific limits in excess of state law on investment credit risk. The ratings for each investment are identified above for investments held at year-end.

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned. State law does not require and the Library does not have a policy for deposit custodial credit risk. As of year end, \$1,106,274 of the Library's bank balance of \$1,358,333 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Custodial Credit Risk – Investments. For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Library will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State law does not require and the Library does not have a policy for investment custodial credit risk. The investment listed above is not subject to custodial credit risk.

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

Concentration of Credit Risk. State law limits allowable investments but does not limit concentration of credit risk as identified in the list of authorized investments above. The Library's investment policy does not have specific limits in excess of state law on concentration of credit risk.

B. Capital assets

Capital asset activity for the year ended December 31, 2007, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets not being depreciated				
Project in progress	\$ 100,284	\$ -	\$ 100,284	\$ -
Capital assets being depreciated				
Furniture and equipment	3,126,538	374,642	132,071	3,369,109
Library materials	14,716,196	1,486,369	824,669	15,377,896
Total capital assets being depreciated	17,842,734	1,861,011	956,740	18,747,005
Less accumulated depreciation for:				
Furniture and equipment	1,552,163	444,117	132,071	1,864,209
Library materials	9,903,583	1,388,305	824,669	10,467,219
Total accumulated depreciation	11,455,746	1,832,422	956,740	12,331,428
Total capital assets being depreciated, net	6,386,988	28,589	-	6,415,577
Governmental activities capital assets, net	\$ 6,487,272	\$ 28,589	\$ 100,284	\$ 6,415,577

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

C. Deferred/Unearned Revenue

Governmental funds report deferred revenue in connection with receivables for revenue that is not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received but not yet earned. At the end of the current fiscal year, the deferred revenue recorded in the governmental activities consisted entirely of unavailable property taxes.

D. Long-term debt

The following is a summary of long-term debt outstanding of the Library for the year ended December 31, 2007:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Governmental activities				
Compensated absences	\$ 221,317	\$ -	\$ 10,333	\$ 210,984

Compensated absences represent the estimated liability to be paid employees under the Library's vacation pay policy. Under the vacation policy, employees earn vacation time based on time of service with the Library. None of the balance above is due in one year.

IV. OTHER INFORMATION

A. Reservation of Fund Balance/Restricted Net assets

The Library has received donations that have been restricted for expenditures relating to the development of the Library's collection. Fund balance has been reserved in an amount equal to the donation less any expenditures.

The donations described above meet the criteria that require the amounts to be restricted on the statement of net assets.

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

B. Risk Management

The Library is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries (workers' compensation), as well as medical benefits provided to employees. The Library has purchased commercial insurance for these risks. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

C. Defined Contribution Retirement Plan

The Library provides pension benefits to certain full-time employees hired before January 1, 2002 through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. As established by negotiation with the Library's competitive bargaining units, the Library contributes 7 percent of employees' gross earnings. In accordance with these requirements, the Library contributed \$38,927 during the current year, and employees made no contributions.

D. Defined Benefit Plan

Plan Description

The Library's defined benefit pension plan provides retirement and disability benefits and death benefits to plan members and beneficiaries. The Library participates in the Municipal Employees Retirement System of Michigan (MERS), an agent multiple-employer plan administered by the MERS Retirement Board. Act No. 427 of the Public Acts of 1984, as amended, establishes and amends the benefit provisions of the participants in MERS. The Municipal Employees Retirement System of Michigan issues a publicly available financial report that includes financial statements and required supplementary information for MERS. That report may be obtained by writing to the Municipal Employees Retirement System of Michigan, 1134 Municipal Way, Lansing, Michigan 48917, or by calling (800) 767-6377.

Funding Policy

The Library is required to contribute and maintain the system based on an obligation established by board approval and requires a contribution from the union and non-union employees of 2.4% and 2.9%, respectively. The current employer's contribution rate of annual covered payroll for union and non-union employees is 7%. The contribution requirements of plan members, are established and may be amended by the Library Board.

CAPITAL AREA DISTRICT LIBRARY

Notes to the Financial Statements

Annual Pension Cost

For the year ended December 31, 2007, the Library's annual pension cost of \$235,404 for MERS was equal to the Library's required and actual contributions. The required contribution was determined using the entry age actuarial cost method. The actuarial assumptions included (a) a rate of return on the investment of present and future assets of 8.0%, (b) projected salary increase of 4.5% per year compounded annually, attributable to inflation, and (c) additional projected salary increases of 0.0% to 8.4% per year, depending on age, attributable to seniority/merit. The actuarial value of MERS assets was determined on the basis of a valuation method that assumes the fund earns the expected rate of return, and includes an adjustment to reflect market value. The Library's unfunded actuarial accrued liability is being amortized as a level percentage of projected payrolls on an open basis. The remaining amortization period at December 31, 2006, the date of the latest actuarial report, was 29 years.

Three-Year Trend Information

<u>Fiscal Year Ending</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
12/31/05	\$ 201,907	100%	\$ -
12/31/06	226,369	100	-
12/31/07	235,404	100	-

Schedule of Funding Progress

	<u>For the Year Ended December 31,</u>		
	<u>2005</u>	<u>2006</u>	<u>2007</u>
Actuarial Value of Assets	\$ 980,283	\$1,407,473	\$ 1,897,743
Actuarial accrued liability			
AAL, entry age	976,116	1,387,610	2,072,365
Unfunded AAL (Overfunded)	(4,167)	(19,863)	174,622
Funded Ratio	100%	101%	92%
Covered payroll	2,747,722	2,989,797	3,266,454
Unfunded AAL as percentage of covered payroll	(.2%)	(.7%)	5.3%

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REHMANN ROBSON

Certified Public Accountants

A member of THE REHMANN GROUP



March 7, 2008

To the Board of Directors
Capital Area District Library
Lansing, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the ***Capital Area District Library*** for the year ended December 31, 2007, and have issued our report thereon dated March 7, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter dated December 20, 2007, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of the Library. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on February 1, 2008.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Library are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.
- Management's estimate of the accrued compensated absences is based on current hourly rates and policies regarding payment of vacation banks.

We evaluated the key factors assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No adjusting entries were made for the year ending December 31, 2007.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 7, 2008.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Entity's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information and the following accounting memorandum is intended solely for the use of the Board of Directors and management of the *Capital Area District Library* and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink, appearing to read "Lehmann Johnson", written in a cursive style.

CAPITAL AREA DISTRICT LIBRARY

Accounting Memorandum

For the Year Ended December 31, 2007

In planning and performing our audit of the financial statements of the Capital Area District Library as of and for the year ended December 31, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered the Library's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

Other Matters

Accounts Payable Batch Approval:

No documented approval was noted on the accounts payable batch detail. In the processing of the accounts payable checks, the Finance Director performs a review of the batch before checks are issued. However, this review is not documented. It is our recommendation that the Finance Director document his approval of the batch prior to posting the batch to the general ledger and the checks being issued.

CAPITAL AREA DISTRICT LIBRARY

Accounting Memorandum (Concluded)

For the Year Ended December 31, 2007

Payroll Register Approval Prior to Check Disbursement:

After processing the payroll register and pay checks are prepared and delivered by the payroll service to the Library, and the payroll register is then forwarded to the Finance Director. Presently, the review of the payroll register occurs after the payroll checks are issued. We recommend that the Finance Director review and document his approval of the payroll register before payroll checks are distributed to employees.

Employee Dishonest Bond:

Currently, the Library carries a blanket \$50,000 employee dishonesty bond. We recommend that the Library consider increasing this level of coverage based on its increased financial activity over recent years.

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